

Rhonda E. Farber, Ph.D.  
Superintendent

Trustees  
Rick Costanzo  
Matthew T. Dean  
Diane T. Gordon  
Pamela J. Parker  
Royce L. Peterson



# Campbell Union High School District

**National Blue Ribbon School:**  
Westmont High School  
**California Distinguished Schools:**  
Branham High School  
Del Mar High School  
Leigh High School  
Prospect High School  
Westmont High School

August 20, 2009

Honorable Jamie Jacobs-May, Presiding Judge  
Santa Clara County Superior Court  
191 North First Street  
San Jose, CA 95113

Re: Santa Clara County Civil Grand Jury

**FILED**

SEP 21 2009

DAVID H. YAMASAKI  
Chief Executive Officer/Clerk,  
Superior Court of CA County of Santa Clara  
BY D. ALDYCKI

Dear Judge Jacobs-May,

I write on behalf of the Campbell Union High School District ("CUHSD") in response to the 2008-2009 Santa Clara County Civil Grand Jury's Final Report dated June 9, 2009 regarding Inventory Practices of Santa Clara County School Districts. In its Final Report, the Grand Jury made eleven (11) findings and ten (10) recommendations. The Grand Jury stated the CUHSD was required to provide responses to five (5) findings and five (5) recommendations.

Because the Grand Jury's investigation does not fall under either section 919 or section 933.5 of the Penal Code, CUHSD is not subject to the jurisdiction of the Santa Clara County Civil Grand Jury. However, in the spirit of cooperation, below are CUHSD's comments.

### Finding 1

Community colleges and K-12 boards of trustees are responsible for inventory control. However, after interviewing ALL board of trustee presidents it was evident they were unaware of their obligations under the law.

### Response to Finding 1

CUHSD agrees in part with Finding Number 1. CUHSD agrees that K-12 boards of trustees are responsible for inventory control. However, CUHSD disagrees with Finding Number 1 in that CUHSD has inadequate information regarding other Boards of Trustees Presidents.

### Recommendation 1

Trustees should review and be knowledgeable of Education Code 35168 for K-12 to ensure complete implementation.

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Boynton High School  
M. Madalinski, Principal  
626-3404

Branham High School  
T. Utic, Principal  
626-3407

Camden Community Day School  
M. Madalinski, Principal  
626-3409

Del Mar High School  
J. Russell, Principal  
626-3403

Leigh High School  
D. Hope, Principal  
626-3405

Prospect High School  
D. Burbank, Principal  
626-3408

Westmont High School  
O. Hege, Principal  
626-3406

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### Response to Recommendation 1

CUHSD has implemented Recommendation 1.

### Finding 2

No trustees or superintendents have been trained in inventory control. Inventory control training for board members and superintendents is not mandated by the State, resulting in a lack of familiarity and inconsistent application of inventory requirements by many districts.

### Response to Finding 2

CUHSD disagrees with Finding Number 2 in that CUHSD has inadequate information regarding other school districts.

### Recommendation 2

All Santa Clara County school board trustees and superintendents should be required to review and understand Education Code 35168 and BAM requirements for inventory control.

For K-12 districts, the COE should take the lead in providing comprehensive training on inventory control, in conjunction with the release of the new inventory tracking module within Quintessential Software Systems spearheaded by the COE.

### Response to Recommendation Number 2

CUHSD has implemented Recommendation 2 by reviewing Education Code 35168 with our Board of Trustees. The recommendation requires further analysis as pertains to the COE taking the lead in providing comprehensive training on inventory control, in conjunction with the release of the new inventory tracking module within Quintessential Software Systems. The CUHSD will work with the COE during the 2009-2010 school year to understand the COE's plan.

### Finding 3

All district superintendents, and district staff report incomplete inventory information to their boards. This results in lack of knowledge about the value and size of their inventory.

### Response to Finding Number 3

The District disagrees with Finding Number 3 in that CUHSD has inadequate information regarding other school districts. CUHSD further disagrees as the District is in compliance with Education code section 35168 and maintains an inventory of all items valued in excess of \$500.

#### Recommendation 3

All Boards of Trustees should require a presentation on the results of their districts' biennial inventory, including total value, variances resulting from reconciliation between past and current inventories and a proposed plan to resolve discrepancies.

#### Response to Recommendation Number 3

CUHSD will implement Recommendation Number 3 prior to the end of school year 2009-2010.

#### Finding 4

With the exception of Santa Clara Unified and Los Gatos Unified School Districts, all K-12 districts fail to understand the need to reconcile inventories from previous years to the latest inventory update. Without reconciliation, the opportunity to: identify lost, missing or stolen items, take preventive measures, and obtain timely reimbursement may be lost.

#### Response to Finding 4

CUHSD disagrees with Finding Number 4 as the District reconciles it's current inventory against prior year inventory.

#### Recommendation 4

All K-12 school districts should reconcile the most current, full inventory with prior inventories, to identify missing items and potential losses/thefts. The results will enable districts to implement safeguards to prevent future losses.

#### Response to Recommendation Number 4

CUHSD has implemented Recommendation Number 4.

#### Finding 7

There is a potential for abuse in K-8 and K-12 districts when those who report to superintendents approve credit card transactions and purchase orders made by their superintendent.

Response to Finding Number 7

The District agrees with Finding Number 7.

Recommendation 7

To strengthen internal controls and ensure fiscal accountability, purchases made by K-8 and K-12 Superintendents should be approved by the Boards of Trustees prior to purchase. In the event an immediate purchase is required, post-approval by the Board would ensure no conflicts of interest or abuses occur.

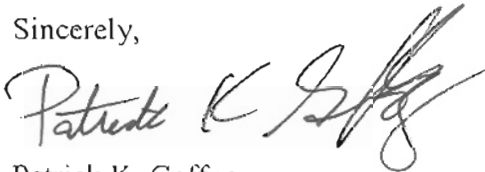
Expenditures should be presented separately from the Board's consent calendar to ensure proper scrutiny.

Credit card statements and a listing of disbursements should be provided to the board for approval.

Response to Recommendation Number 7.

CUHSD will implement Recommendation Number 7 by the end of school year 2009-2010.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick K. Gaffney". The signature is fluid and cursive, with a large, stylized initial "P".

Patrick K. Gaffney  
Deputy Superintendent